

Developmental Disabilities Council  
Reading Cover Page

Date: January 19, 2006

Meeting: Governance Committee

Reading Number: 06-G-01

**Issue:** Meeting Attendance Policy

Included in this reading: Draft Policy

Background/Summary:

The Membership Committee has revised the Meeting Attendance Policy. They have approved it and passed it back to Governance Committee for final review before sending it on to full Council.

Action: Discussion and recommendation to full Council.

If you need more information, please contact Vickie Foster, chair of Membership Committee or Ed Holen.



## Policy No. 406

### **Council Member Participation and Attendance**

The Council Chair appoints all members to a Standing Committee and to a Workgroup as specified in the Council Charter. The Governor's Office and the Council expects the full and active participation of all its members.

Consistent with its Charter, it is the policy of the Developmental Disabilities Council to actively support participation and equal access in all activities of the Council by individuals with disabilities.

The Council is committed to ensuring full participation of individuals with disabilities at all Council committee

meetings and Council sponsored activities.

The Council expects the full and active participation of all its members including the work and on-going communication necessary between meetings to assure the Council's work is achieved in a timely fashion.

In addition to its own meetings, the Council strongly feels that it is the responsibility of all public and private boards and committees to actively promote the full participation of individuals with disabilities. We expect the public sector to provide leadership accommodating full participation of people with disabilities on committees, consistent with the Americans with Disabilities Act.

## **Agency Representatives**

The DD Act requires that the membership on the Council include representatives of certain state agencies. Consistent with the Charter, agency representatives are full, voting members of the Council and are expected to fully participate in the full Council meetings and the Standing Committee and Workgroup to which they are assigned.

Agency Representatives may appoint a designee to serve on his/her behalf. The designee should be in a position to bring Council issues to the Agency Representative and represent the agency before the Council. To help ensure active and full participation on the Council, a designee should at a minimum, serve for a year.

At least every three years, the agency representative and the designee will discuss the designee's participation, solicit input from the Membership Committee, and determine on-going participation on the representative's behalf.

## **Attendance**

An attendance record shall be kept for all Council members. The attendance record shall include presence at full Council meetings, Standing Committee meetings and Workgroup meetings.

There are no excused absences. Attendance records shall include any reason for non-attendance provided by the Council appointee or agency representative. All absences should be reported to the staff member assigned to the Membership Committee at least

three days prior to the scheduled meeting.

Each full Council meeting (a total of 6 per calendar year) is compiled of a combination of meetings that could include: a workgroup session, a standing committee session, and a Council meeting where appointees and agency representatives meet together.

If a Council member or agency representative misses any combination of 6 meetings where an attendance record is taken in a 12 month period, (September – September), the Membership Committee shall prepare a letter for the Council Chair to send to the Council member or agency representative to make a renewed commitment to serving on the Council or to provide written notice of their resignation.

Upon receiving the appointees or agency representatives' response to the letter, the Membership Chair will review that response with the Membership Committee. After a review of all input, the Membership Committee will make their recommendation to take no action or to request the Governor's office to replace said person depending upon the circumstances to the Council Chair.

If requesting to replace the member the Membership Committee shall submit at least three nominees from the list of candidates from the last recruitment process.